Submitting Expense Reimbursements in Skyward

Employee Access:

Go to https://skyfinance.isd181.org/scripts/wsisa.dll/WService=wsFin/seplog01.w OR go to isd181.org, click Staff, Skyward Employee Access

Enter your employee access login information. If you do not know your employee access log in info, click the Forgot your Login/Password? link.

Click the Expense Reimbursement tab, Submit Request.

Informational Notes:

When you go to Add an expense reimbursement, if you receive this error "You are not set up properly to receive AP Payments. Please contact your supervisor.", please email the Accounts Payable/Receivable Secretary (kristie.oliver@isd181.org) to help resolve this issue. If you receive this error "You are not set up in the Expense Reimbursement Organizational Chart. Please contact your supervisor." or you do not see the correct person listed under Submit To: please email the Payroll Manager (catherine.boser@isd181.org) to help resolve this issue.

If you receive an error that the batch is locked please email the Accountant (lacielou.mattheisen@isd181.org) to help resolve this issue.

You do not have to submit the request right away. You can select Save and Finish Later rather than Submit for Approval. On the Submit Request screen, the request status will then say WIP and you can select the Edit button on the right-hand side when you would like to access that request.

After a request has been submitted, you are still able to make changes by selecting Edit. No changes can be made once the final approver, the Director of Business Services, has approved the reimbursement. If additional documentation is requested from business services, documents can be attached without editing the document. If the document is edited, it will need to be resubmitted for approval and go back through the approval process.

One request can have multiple line items. For example, if you are going to submit for interschool mileage and conference expenses, this can be done on one request, rather than submitting separate requests.

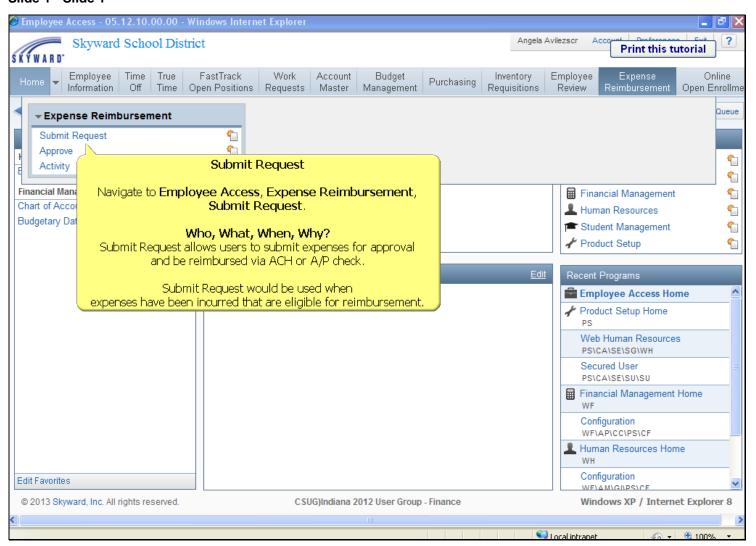
You will receive emails when your request has been approved and when payment will be made. If you are not receiving these emails, please email the Payroll Manager (catherine.boser@isd181.org) to help resolve this issue.

If you have submitted your request and are wondering why it has not been reimbursed, you can review the status by going to the Submit Request screen, selecting the reimbursement, clicking the shaded triangle next to the Reimbursement Number and clicking the shaded triangle next to Approval History.

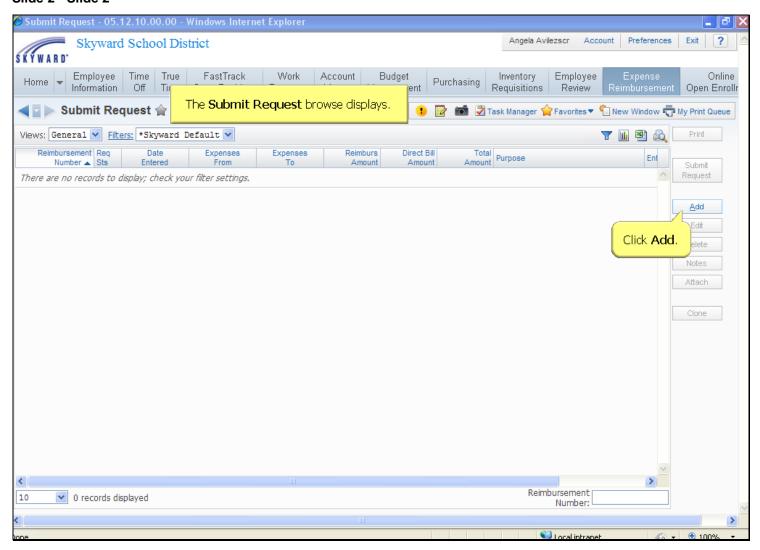
If you would like to see when a reimbursement was paid click the Employee Information tab, Accounts Payable Payments.

Reimbursement requests should be submitted within 60 days of the date of the expense.

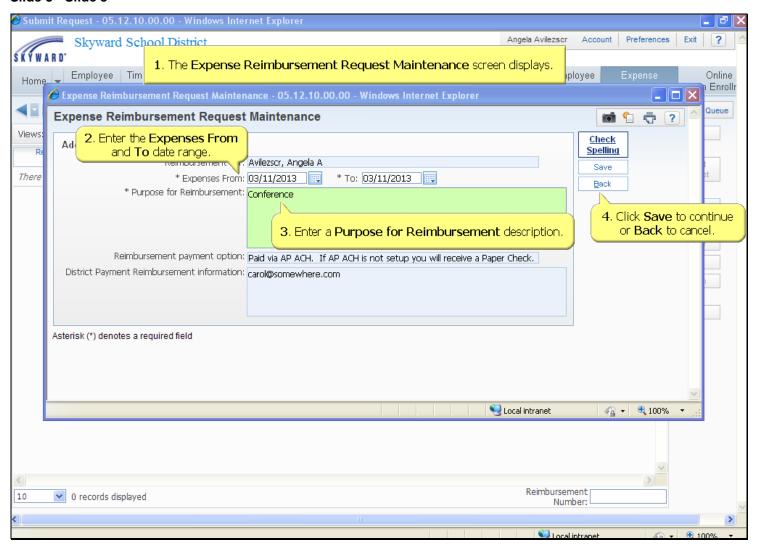
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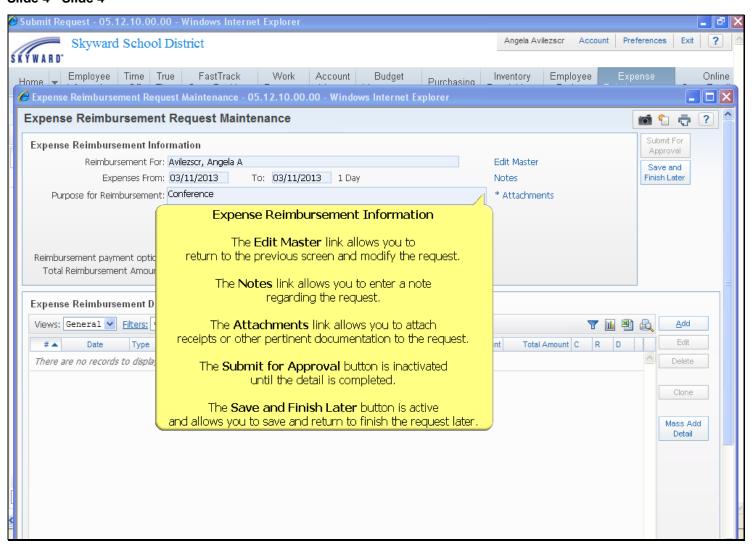
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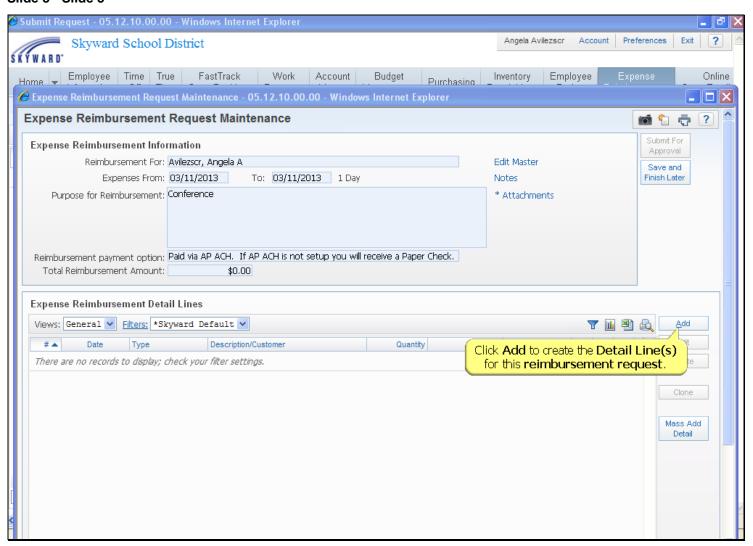
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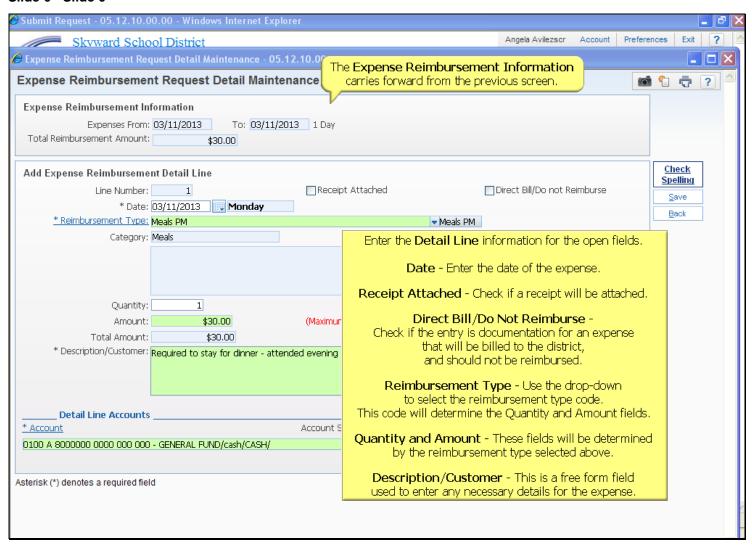
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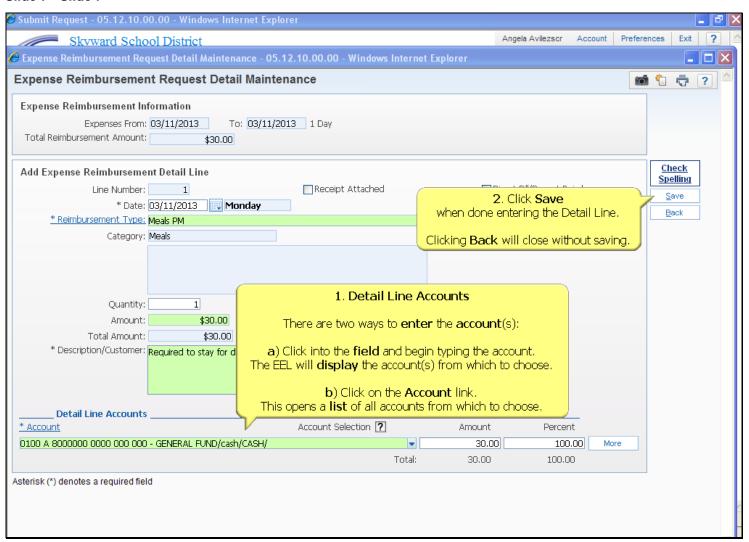
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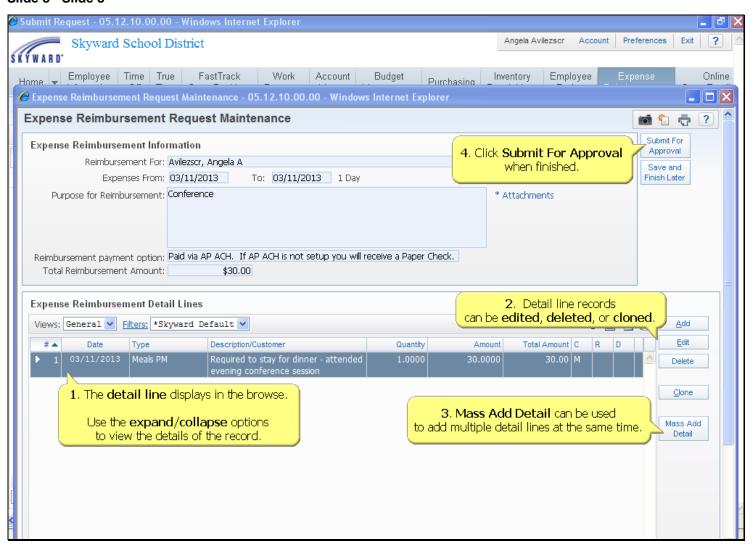
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